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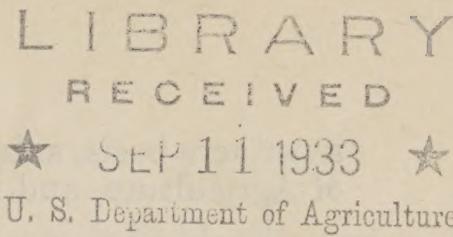
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

1933 COTTON ADJUSTMENT PROGRAM
INSTRUCTIONS TO FIELD WORKERS

ESSENTIALS OF THE PLAN

The Agricultural Adjustment Administration, as a step in adjusting the supply of cotton to consumptive requirements, proposes a plan for reducing the 1933 cotton production in this country. The extent to which producers are willing to cooperate will determine whether the program will be carried out. Such cooperation must be entirely voluntary.

The gist of the plan is the reduction of cotton acreage by producers, who will be compensated therefor by the Secretary of Agriculture. A producer who wishes to avail himself of the plan will make a written offer, upon a form furnished by the Administration, to take out of production a certain number of designated acres for a certain specified compensation. If and when this offer is accepted by the Secretary of Agriculture, it becomes a contract binding on both parties. Two alternative forms of compensation for acreage abandonment are provided. The producer may elect to receive either:

(1) *A cash payment only.*—The amount of this payment will be calculated on a per acre basis, subject to the regulations prescribed by the Secretary of Agriculture and in accordance with the following schedule:

Schedule of payments when compensation is made in cash only

Estimated yield per acre for 1933 on land to be taken out of cotton pro- duction	Pay- ment per acre
Pounds	Dollars
100-124	7
125-149	9
150-174	11
175-224	14
225-274	17
275 and over	20

or:

(2) *A cash payment plus a cotton option.*—Under this form of compensation the amount of the cash payment will be calculated on

a per acre basis, subject to the regulations prescribed by the Secretary of Agriculture, and in accordance with the following schedule:

Schedule of cash payments with option

Estimated yield per acre for 1933 on land to be taken out of cotton production	Cash payment per acre plus option
<i>Pounds</i>	<i>Dollars</i>
100-124	1 6
125-149	1 7
150-174	1 8
175-224	1 10
225-274	1 11
275 and over	1 12

¹ Plus option on Government cotton at 6 cents a pound.

Under this schedule the producer will receive, *in addition to his cash payment, an option to buy cotton* from the Secretary of Agriculture at 6 cents per pound, the amount which may be so purchased by each producer being limited to the estimated amount by which his 1933 crop will be reduced in accordance with his agreement.

If sufficient producers indicate willingness to cooperate in the plan so that the Secretary of Agriculture will decide to take cotton out of production in accordance with the plan, he will, within the time designated in the offer, give notice to those producers whose signed offers have been accepted. It will then be the duty of each such producer to take out of production the acreage of cotton covered by his offer, in accordance with the regulations of the Secretary of Agriculture. Included in the regulations will be a requirement that the premises shall be inspected before and after taking the acreage out of production. Upon satisfactory showing of compliance with the terms of the contract, each producer will receive the cash payment to which he is entitled and, in addition, if he has so elected, he will receive a nontransferable option contract under which the Secretary agrees to sell to him a stipulated number of bales of cotton, representing the amount of the reduction in production which is estimated to have resulted from his acreage reduction.

INSTRUCTIONS TO WORKERS

The field work will be organized as follows:

(1) General supervision of all work will be conducted from Washington.

(2) Field work in the States will be carried on by the staff of the Extension Service.

(3) Within a State, the county will usually be the unit of operations. A county agent, or in the absence of a county agent another designated person of like qualifications, will have charge of the activities for the county and will select the committees. The county committee will assist the county agent.

(4) Local committees, usually consisting of a chairman and two other members, will negotiate the offers with producers and handle the work in their respective localities under the supervision of the county agent or other person designated for such purpose.

LOCAL COMMITTEES

The local committees will interview producers individually and hold meetings to explain the program and the proposed contract, assist in filling in the contract forms (i.e., offer forms, which, when signed by the Secretary, become contracts) and see that they are properly signed and witnessed, recommend the acceptance of such offers as meet their approval, and deliver to the county agents all offers submitted by producers. In the performance of their duties they will be guided by the following principles:

(1) The word "farm" means a tract or tracts of land under one control or forming a single property devoted to agriculture.

(2) The plan is open to all cotton farm operators, whether they own the land on which they are farming, or rent it on a cash basis, on a share basis or otherwise. The test as to who may make contracts is the legal ownership of the crop. Where legal ownership is in more than one person, all who are interested as owners must sign the contract form, either as principal parties or as consenting parties, before it can be accepted by the Secretary of Agriculture. It is assumed that agreements by the operators and their tenants will provide for division of payments in proportion to their interest in the crop.

(3) When offer forms are submitted to producers for their study and consideration, they should in every case be accompanied by a specimen form of the option contract. The specimen forms of the option contract have no legal effect, but will be submitted to producers only for their information so that they may be familiar with the terms and conditions of the option if they elect to take the combined cash and option compensation. The legally effective option contracts will be issued by the Secretary of Agriculture, if the offers are accepted by the Secretary and when cash payments are made, after proof of performance of producers' obligations.

(4) The cotton crop on the land to be taken out of production by any producer must be a fair average, as to estimated yield per acre, of the crop on all his land that is planted to cotton.

(5) One member of each local committee—

(a) Must visit and personally inspect each farm offered to such committee for acreage reduction and estimate the yield on lands offered to be taken out of production.

(b) Must indicate on the sketch map in the contract form the estimated yield of each field to be taken out of production, as shown thereon.

(c) Must fill the blanks in the schedule near the foot of page 2 of the contract form, as follows:

(1) In the column marked "Planting date", insert "Early", "Normal", or "Late", these terms necessarily being used with reference to the usual planting time in the particular section in which the farm is located.

(2) In the column marked "Stand", insert "Good", "Fair", or "Poor."

(3) In the column marked "Weevil infestation", insert "None", "Slight", "Moderate", or "Heavy."

(4) In the column marked "Condition of field", insert "Grassy" or "Clean."

Before signing the recommendation of acceptance, the local committee must agree on the fairness of the estimated yield and on the reasonableness and fairness of the statements and information contained in the contract form when and as it is signed by the producer.

(6) Contract forms must be filled in and signed in triplicate, in ink or indelible pencil. Two of such signed forms must be delivered to the local committee and the third retained by the producer for his own reference.

(7) Local committees must deliver to the county agent at the close of each day all signed contract forms, in duplicate, then on hand.

(8) Local committees should make every effort to influence plantation operators to make an equitable arrangement with their tenants so as not to discharge some of their tenants for the remainder of the year as a result of the reduction in acreage.

(9) The contract forms are not difficult to fill in or execute. Most of the blanks are so obviously explained by their context as not to require comment. Attention of local committees is particularly directed, however, to the fact that two alternative forms of compensation, numbered (1) and (2), respectively, are provided for by paragraph 11 of the contract form. They have already been explained. They are entirely independent of each other, and only one of them may be adopted in any offer. After a producer has elected one of them, the blanks in that part of paragraph 11 relating only to the one so elected should be filled in, and that part of the paragraph relating only to the one not elected should be stricken out.

Subsection (1) of paragraph 11 relates solely to compensation by cash payment only (that is, without option); subsection (2) relates solely to compensation by cash payment plus a cotton option; the remainder of the paragraph relates to both forms of compensation.

Great care should be observed in making the necessary calculations and in filling the blanks in paragraph 11 in accordance with the appropriate schedules. Read carefully the following examples:

Example A.—Suppose that producer A wishes to take out of production 20 acres of cotton the estimated yield of which is 165 pounds of lint cotton per acre and to receive in compensation a cash payment only. Turning to the "Schedule of payments when compensation is made in cash only", we find that his estimated yield of 165 pounds per acre places him between the limits 150-174, which fixed his payment at \$11 per acre, or a total of \$220. Accordingly, the first blank in subsection (1) of paragraph 11 should be filled in with "\$11", the second blank with "\$220", the third blank with "20", and the fourth blank with "165". Subsection (2) should be stricken out.

Example B.—Suppose that producer B also wishes to take out of production 20 acres, the estimated yield of which is 165 pounds of lint cotton per acre, but that, unlike producer A, he wishes to receive in compensation a cash payment plus a cotton option. Turning to the "Schedule of cash payments with option", we find that his estimated yield of 165 pounds per acre places him between the limits of 150-174, which fixes his cash payment at \$8 per acre, or a total of \$160. Accordingly, the first blank in subsection (2) of paragraph 11 should be filled in with "\$8", the second blank with "\$160", the third blank with "20" and the fourth blank with "165." The remaining (fifth) blank is for the number of bales of cotton to be covered by his

option, which cannot exceed the amount of the reduction in his 1933 crop estimated to result from his acreage reduction. As he proposes to take out of production 20 acres with an average estimated yield of 165 pounds per acre, he would be entitled to an option covering 3,300 (165 multiplied by 20) pounds. Dividing 3,300 (pounds) by 500 (pounds per bale), we have 6 and $\frac{3}{5}$ bales. The fifth blank therefore should be filled in with "6 and $\frac{3}{5}$." Subsection (1) of the paragraph should be stricken out.

(10) It is necessary that all lien-holders and/or other persons having an interest in the 1933 cotton crop now being grown on the lands embraced in the producer's offer shall indicate their consent by signing their names at the places provided for that purpose on the contract form.

(11) The members of the local committee will sign their names on such offer forms as they approve, as follows:

The member who made the personal inspection and filled the blanks in the schedule must sign his name on the blank line opposite the schedule. Two other members, including the chairman, if he did not make the inspection, must sign under the signature of the member who made the inspection. The county agent and two members of the county committee will make the recommendation of acceptance by filling in the date and signing their names on the blank lines provided for the purpose near the foot of page 2 of the contract form.

(12) Land taken out of cotton production shall not be used except for the production of soil-improvement or erosion-preventing crops or food or feed crops for home use.

(13) If the Secretary decides to take cotton out of production in accordance with this plan, regulations and/or instructions as to the action then to be taken will be forwarded to county agents and local committees.

(14) The producer, after he has been notified that his contract has been accepted and after he has duly performed all the terms and conditions on his part to be performed, should so certify to the local committee. A member of the local committee will then inspect the premises and if he concludes that the producer has duly performed the terms and conditions on his part to be performed, the committee will so certify and will notify the county committee of its determination. The county committee will then, after due consideration, approve or disapprove the certification. If the certification is approved, notice will be sent to the Secretary. If the certification is refused, notice of such refusal, with the reasons therefor, will be sent to the local committee. If the certification is refused by the local committee, the producer will have the right to appeal from such determination to the county committee, who will hear the matter and either approve or disapprove the certification, and will send notice to the Secretary if the certification is approved.

In all cases in which county committees refuse certification they must prepare records showing the facts and the reasons for their refusal, and must deliver such records to the county agent, who will forward them to the State director of extension. Any producer who feels aggrieved by the refusal of the county committee in any such case may appeal to the director.

(15) The time limit for producers to sign and submit offers is July 8, 1933, unless the Secretary shall determine otherwise.

(16) No producer may contract to take out of production less than 25 percent or more than 50 percent of his cotton acreage, except with the approval of the State director of extension, in special circumstances.

(17) The Secretary of Agriculture reserves the right, under section 7-a of the contract form, to approve the producer's offer for a smaller number of acres than is specified in the offer, without, of course, reducing the per acre compensation. This right may be exercised if producers offer more acreage than the Secretary desires to remove from production.

COUNTY COMMITTEES

(1) Members of the county committee will work in cooperation with the county agent. They will check the offers sent in by the local committees, as to the merits, as to details of calculation, and as to execution; recommend the acceptance of those offers which meet their approval; and return the rejected, inaccurate, or incomplete offers to the local committees, with notations of the reasons for their return. A producer whose offer has been so returned may submit a new offer, but not later than July 8, 1933.

(2) The county agent and two members of the county committee will make the recommendation for acceptance of such offers as meet their approval by filling in the date and signing their names on the blank lines provided for the purpose near the foot of page 2 of the contract form.

¹(3) When the local committee certifies to the county committee that the producer has duly performed all the terms and conditions on his part to be performed, the county committee will, after due consideration, approve or disapprove the certification. If the certification is approved, notice will be sent to the Secretary. If the certification is refused, notice of such refusal, with the reasons therefor, will be sent to the local committee. If the certification is refused by the local committee, the producer will have the right to appeal from such determination to the county committee, who will hear the matter and either approve or disapprove the certification, and will send notice to the Secretary if the certification is approved.

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COUNTY AGENTS

The term "county agent" as used herein includes not only the official county agent but also any other representative of the Secretary of Agriculture who may be designated to perform the duties herein imposed upon the county agent.

(1) A county agent will have charge of all activities in the county.
 (2) The county agent will select the county and local committees, distribute contract forms and other printed matter, and instruct and supervise the work of the committees.

(3) The county agent will number all signed contract forms received in his office and recommended for acceptance by the county com-

¹This is the same procedure as was described in paragraph (14) on page 5.

mittee, beginning with number 1, giving the same number to both of the forms signed by the same producer.

(4) When the county committee has recommended the acceptance of a producer's offer, the county agent will retain in his office, as a record, one of the two contract forms signed by such producer and forwarded by the local committee, and will send the other one to the Agricultural Adjustment Administration, Cotton Contract Office, Washington, D.C.

(5) The county agent will make a detailed record, on a form furnished for the purpose, of each offer received by him, and at the close of each day will wire a report to the State extension director, giving such information with reference to offers made by producers as may be required by separate instructions which will be sent to him.

(6) The county agent will make all information and records available to the special investigators from the extension service or the Washington office.

(7) The county agent will post publicly copies of the summary sheets of the offers.

(8) Each offer must be approved by the county agent before it will be accepted by the Secretary.

The directors of extension will compile daily summaries of county reports, compare these reports with county quotas and the yields by counties as estimated by the State crop reporters, and have their investigating assistants examine especially situations in counties where the daily reports are inconsistent with other information. The directors will also wire daily summaries of information, as separately directed, to the Agricultural Adjustment Administration, Cotton Section, Washington, D.C.

The State statisticians of the Bureau of Agricultural Economics will cooperate with the directors.

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